

## **Application for enrollment fee exemption (deferment) and tuition fee exemption in spring semester 2021**

For students who cannot come to Japan during the exemption application period due to effects of the COVID-19 pandemic and wish to apply for exemption (deferment), please apply in accordance with the following process.

(Students who have not submitted “Provisional Application for Enrollment Fee Exemption/Deferment” and/or “Provisional Application for Tuition Fee Exemption” during the enrollment procedure cannot apply for this exemption (deferment).)

### **Application Process**

#### 1. Prepare for required documents

Read “Application Guidebook” and prepare required documents.

- \* Some required forms are available to download at the website (<https://www.kyushu-u.ac.jp/en/education/fees/exempt01>).

#### 2. Pre-check [Submission period: Monday April 5 to Friday April 9, 2021]

(Pre-check is not mandatory. But if you have any questions about the application process, please make sure to ask the submission counter to do Pre-check.

[see “Submission Counter”( <https://www.kyushu-u.ac.jp/en/education/fees/exempt01> )]

Fill in and send “Pre-check sheet for exemption application” with other required documents to the submission counter via email. After checking your documents, university staff will inform you of insufficiency about the documents.

#### 3. Application Step1 (Web Registration) [Application period: Monday April 5 to Thursday April 15 2021]

Referring to “Application Guidebook”, log in to “Student Portal System” and provide your information on Application System. (Student Portal System: <https://ku-portal.kyushu-u.ac.jp/campusweb/top.do>)

※”SSO-KID” is required for the login to Application System. SSO-KID is shown on the back of your student ID card. If you have not received your student ID card and cannot confirm your SSO-KID, please see “Application flow for students who have not received SSO-KID (<https://www.kyushu-u.ac.jp/en/education/fees/exempt01>)” and apply following the process.

#### 4. Application Step2 (Document Submission) [Application period: Monday April 5 to Friday April 16 2021]

After completing Web Registration (Step1), “Application Form” will be output. Please send it via email with other required documents to the submission counter. (For the information on submission counter, see “Submission Counter”( <https://www.kyushu-u.ac.jp/en/education/fees/exempt01> ).)

Your email must include the following information.

**【Subject】** “Exemption application from overseas”

- Your department (school/graduate school) in Kyushu University
- Application ID Number
- Your name

※You need to complete both Application Step1 and Step2 for the application.

※After the application deadlines, we cannot accept any applications.

※If your email is not delivered to the submission counter because of your typing mistake of email address, we cannot accept your application. After sending emails, please check whether you do not receive error mails.

#### 5. Confirmation of submission

After you submit all required documents, university staff will send you a confirmation email. (It will be sent by April 30th, 2021.) After submitting the documents, please make sure to check the confirmation email. If you do not receive the confirmation email by April 30th, please contact the submission counter.

If there are some problems or insufficiencies with your submitted documents, university staff will contact you. Please follow their instructions and resubmit required documents.